



Google Hangouts Meet



Office Hours Session
Features and Best Practices

Google Cloud



Agenda

End User impact of Meet

How to Create a Meeting

How to Join a Meeting

Using Captions

How to Present

How to alter your layout

Support

Q&A



Why **video-first**?



Better team collaboration



Higher engagement



More productive and effective meetings



Meet Features

Through Sep 1, 2020 all G Suite customers get access to advanced Meet features:

- 250 participants per call

What makes meetings ineffective?

01

Lack of organization

02

Bad audio connection

03

Poor video quality

Meet Best Practices

Things to consider:

- Backdrop - choose a plain wall, and avoid windows that will provide too much backlight
- Laptop - put it somewhere steady
- Noise - work from a quiet space, and use headphones if needed
- Bandwidth - make sure you have a good connection, or use advanced settings to accommodate a slower connection
- Turn your camera on! Face-to-face meetings drive greater engagement and involvement



Invite anyone, anytime

Hangouts Meet automatically creates international dial-in codes so people can call on the phone from anywhere, and you can invite people via a Calendar event, by email, or by phone

Invite through Calendar:

Go to Calendar and create a new meeting or open an existing event.

On the Guests tab, go to Add guests and add additional guests.

Click Save.

Click Send to send the invites.

Guests receive an email with the event information and a link to the video call.

Invite during Meeting:

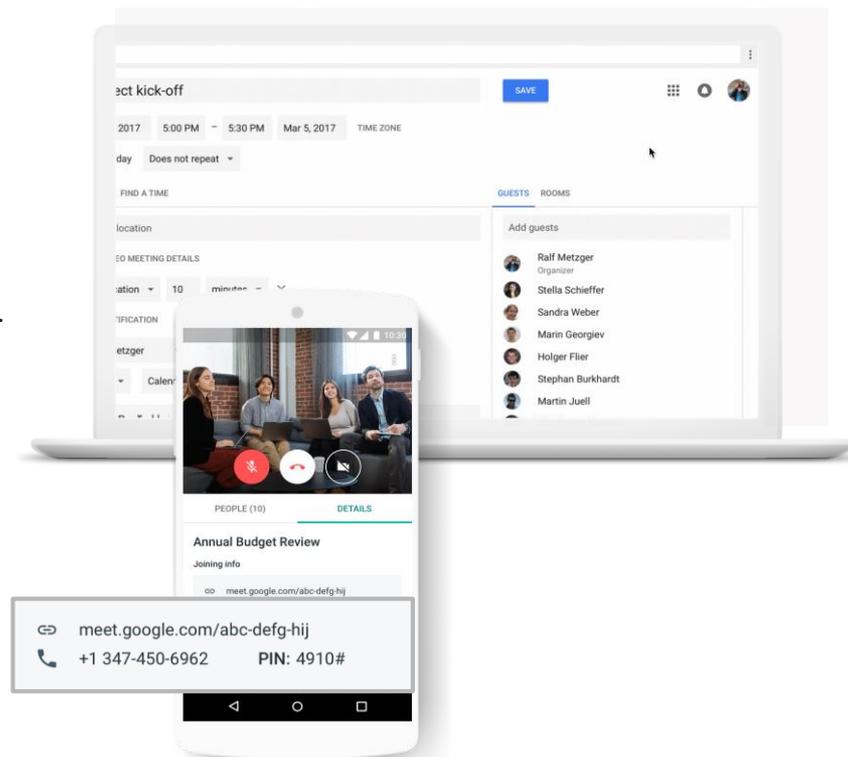
On the right, click People  Add people

Enter names or email addresses and click Send invite 

OR In the bottom left corner, click the meeting name

Click Copy joining info

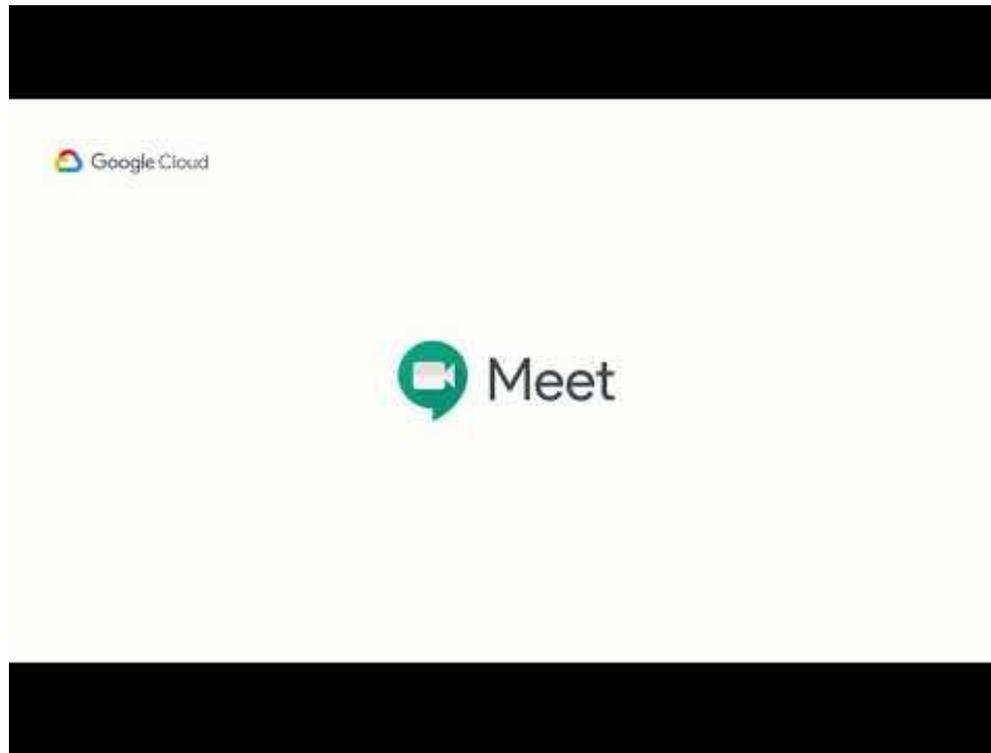
Paste the meeting details into an email, or other app, and send it to the person.



Additional instructions: https://support.google.com/meet/answer/9303069?ref_topic=7192926

Video demo: <https://www.youtube.com/watch?v=K6vwkDZCOAY&feature=youtu.be>

How to Create a Meeting



Ready to get started? Join a meeting

Join from Calendar:

Open Google Calendar

Click on the event you want to join

Click Join Hangouts Meet > Join Meeting

Join from Browser:

In a Chrome tab, visit g.co/meet

Click 

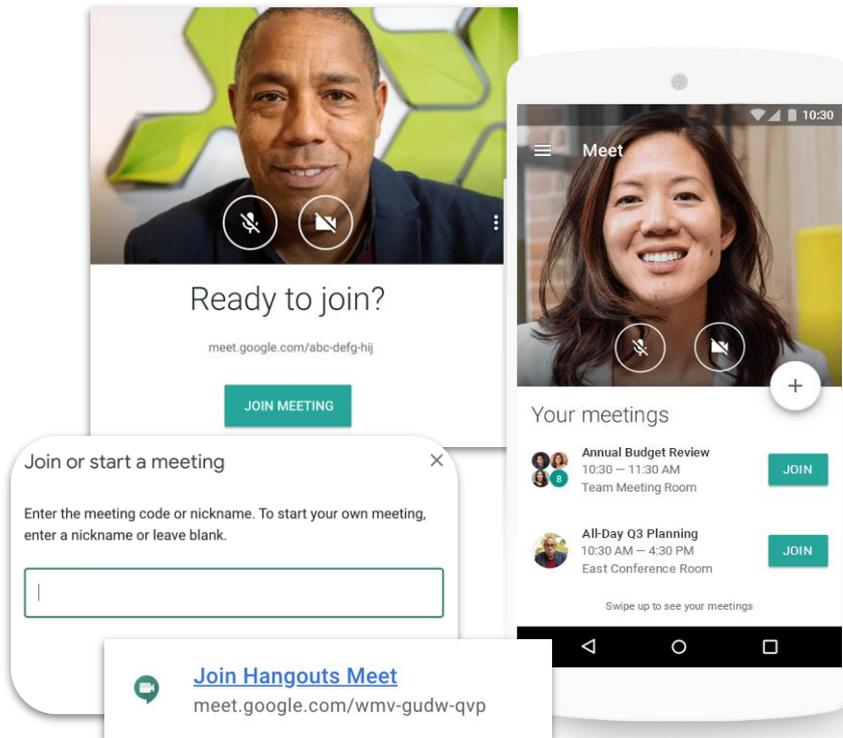
Type in the meeting code or nickname

Click Continue

Join from Mobile:

Open Google Hangouts Meet App

Click 



Additional instructions: https://support.google.com/meet/answer/9303069?ref_topic=7192926

Video demo: <https://support.google.com/a/users/answer/9282720>

How to Join a Meeting



Adjust your computer's video quality settings

Hangouts Meet lets you change your video quality in scenarios where your network connection is poor or you have limited data available

To change video resolution on your computer during a meeting

In the lower-right corner of the Meet screen...

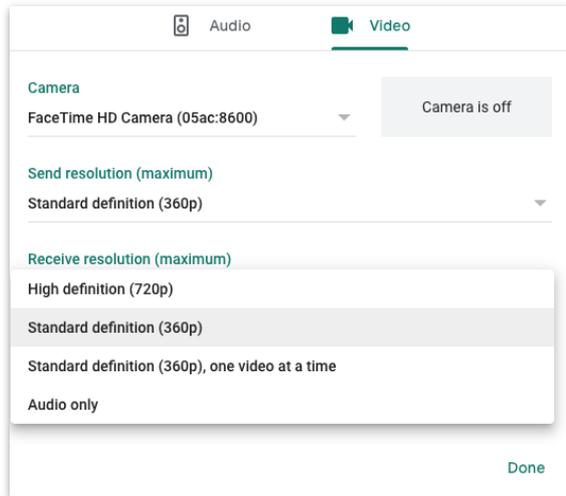
Click More  > Settings

On the Video tab, choose a setting you want to change:

Send resolution—The image quality from your device that others see.

Receive resolution—The image quality that you see from other participants.

Click Done.



Use a phone for audio in a video meeting

Hangouts Meet lets you speak and listen on your phone while still viewing the video meeting on your computer. Useful if you have a poor network connection, so you can still see what's being presented and listen on your phone.

Have Meet call your phone (only if available if you have a US or Canada phone number)

Depending on whether or not you're already in a meeting, choose an option:

If you're in the meeting, click More  Use a phone for audio.

If you're not in the meeting yet, from meet.google.com, select the meeting and click Join and use a phone for audio

Click Call me

Enter your phone number.

Click Call me.

When prompted, press 1 on your phone.

Dial in by phone (An administrator needs to turn on this feature)

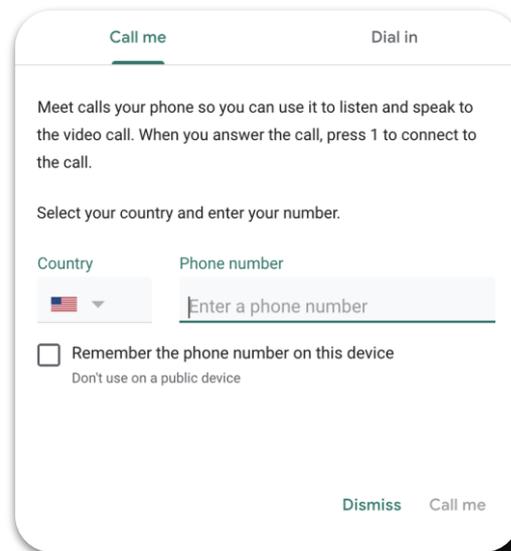
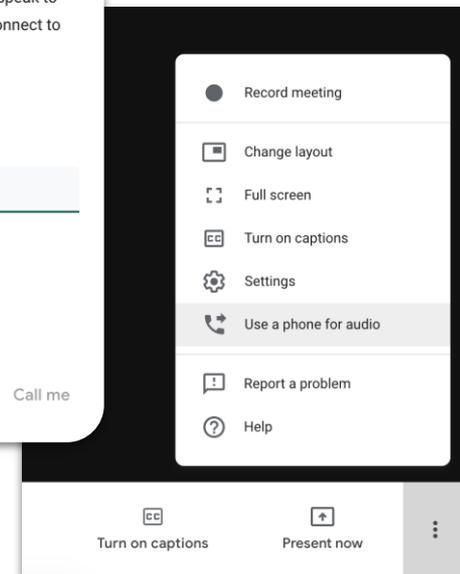
Choose one of the options listed above, then...

Click Call me.

Select your country for a local dial-in number, if available.

Dial the number on your phone.

When prompted, enter the PIN and then #.

Additional instructions: <https://support.google.com/meet/answer/9518557>

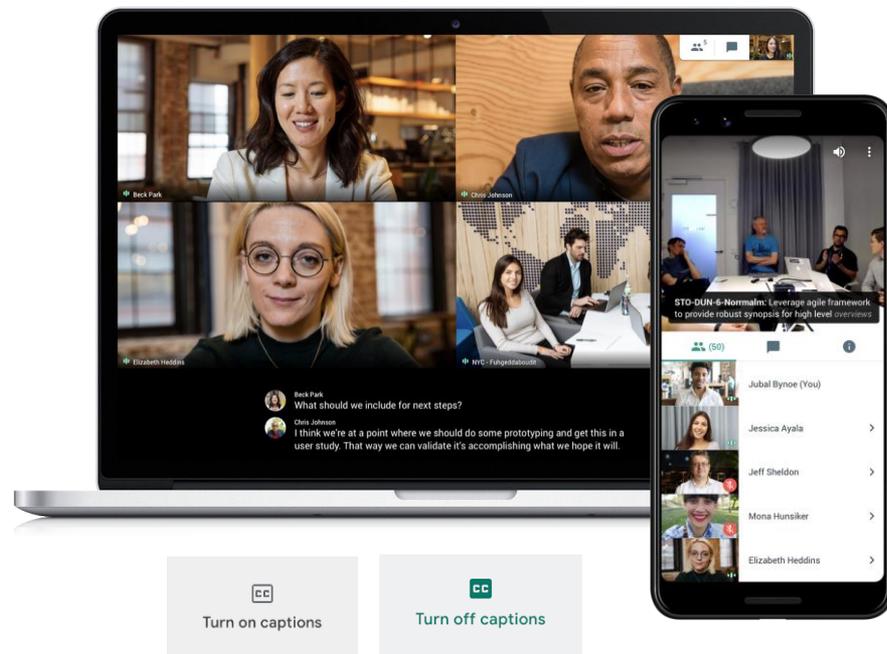
Can't hear? Turn on captions

At the bottom of the Meet window...

Click Turn on captions  or Turn off captions 

You might have to click More  first

Tip: If the captions are covered by your call controls, click anywhere else inside the Meet window to dismiss them.



Additional instructions: <https://support.google.com/meet/answer/9300310?co=GENIE.Platform%3DDesktop>

Video demo: <https://www.youtube.com/watch?v=KEC0xhCvW3w>

Presenting? Only share what you mean to share

Start Presenting:

In the bottom-right corner, select Present now.

Select Your entire screen or A window.

Select Share.

Stop Presenting:

In the Meet window, click Stop Presenting.

In the bottom-right corner, you can also click...

You are presenting  Stop presenting

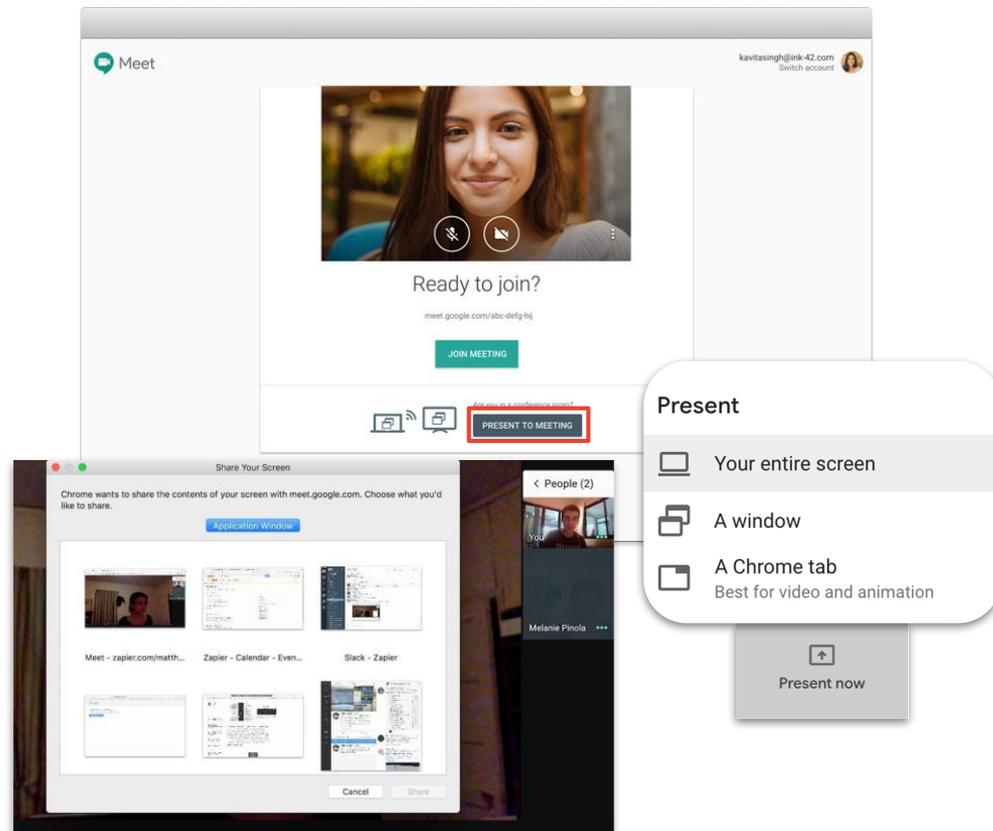
Join only to present:

Select the scheduled meeting, or click Join Meeting and enter a meeting code.

Click Present to meeting.

Select a window or application.

Select Share



How to Present during a Meeting



Want to read the room? Change the screen layout

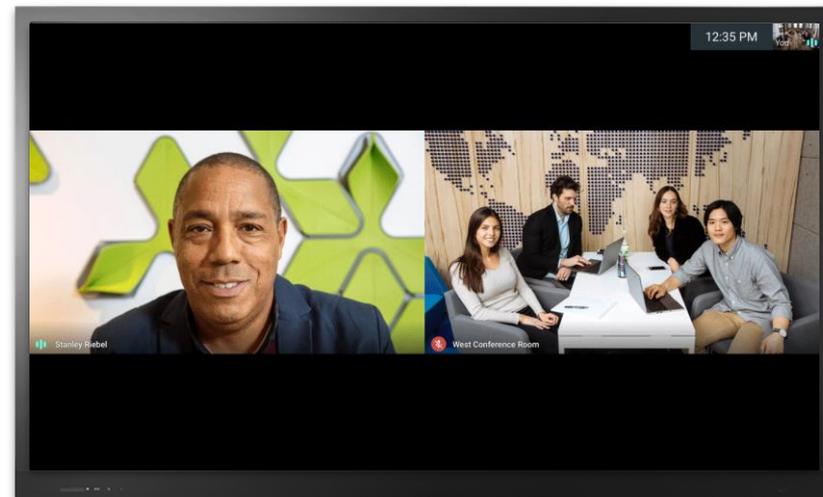
In the lower-right corner of the Meet screen...

Click More  > Change layout

In the Change layout box, select the layout that you want to use on your computer.

Options:

- Auto — Allows Meet to choose the layout for you.
- Tiled — Shows up to 4 video feeds in equal size when there is no presentation. If there's a presentation, it fills the window with up to 3 participants on the side.
- Spotlight — The presentation, active speaker, or pinned feed fills the window.
- Sidebar — You see the active speaker or presentation with additional participants on the side.

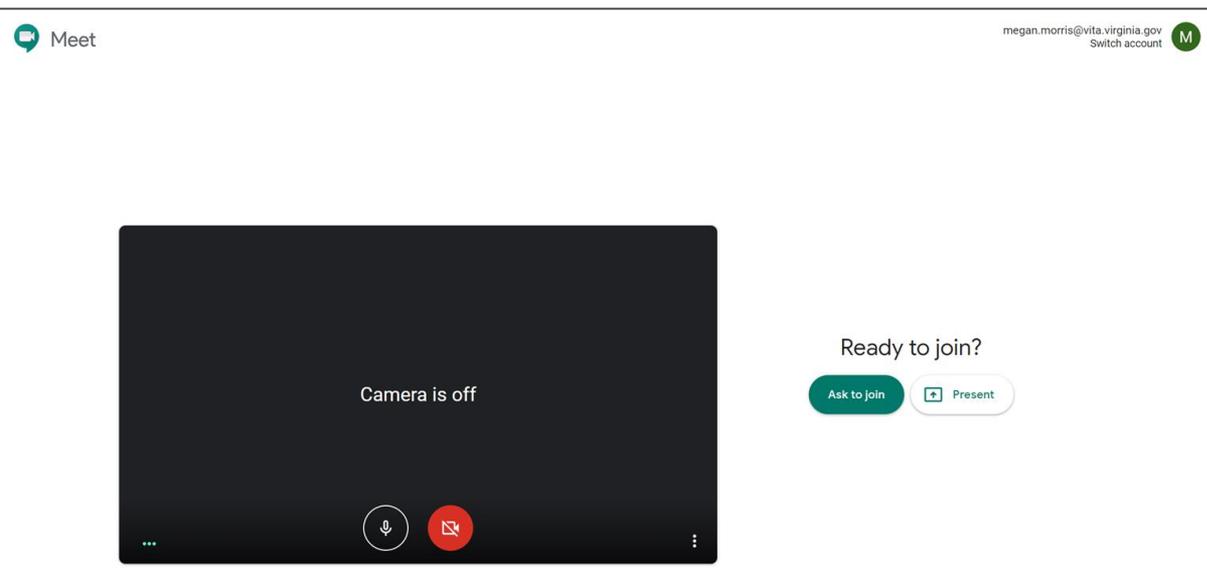


Additional instructions: https://support.google.com/meet/answer/9292748?ref_topic=7290350

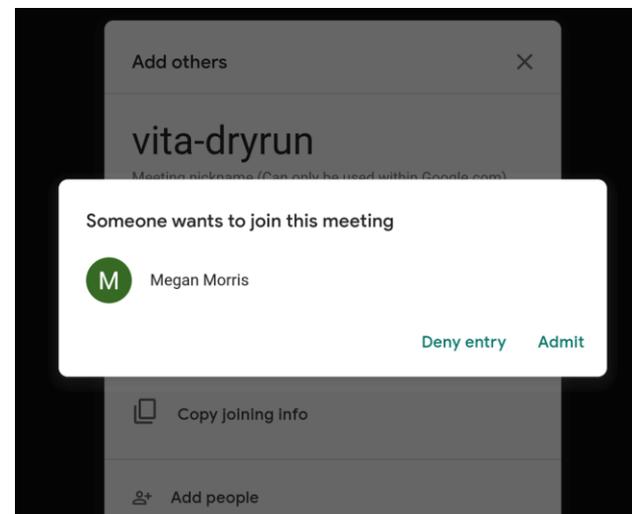
Video demo: <https://www.youtube.com/watch?v=K0qq7Eg-zvQ>

Meeting with external participants

Attendee asking to join



Organizer admitting the entry



Additional instructions: https://support.google.com/meet/answer/9292748?ref_topic=7290350

Video demo: <https://www.youtube.com/watch?v=K0qq7Eg-zvQ>

Additional Resources for Google Hangouts Meet

Getting your organization setup:

[Hangouts Meet training and help](#)

[Set up Meet to help your team work remotely](#)

[Troubleshoot issues with Hangouts Meet](#)

[Remote work essentials: How IT can prepare for a distributed workforce](#) (blog)

Resources to share with your users:

[Hangouts Meet cheat sheet](#)

[10 G Suite tips to work with remote teams](#)

[G Suite YouTube Channel](#)



Top Questions

Can external participants join a call?

Absolutely. In fact, you can share the same link with all meeting participants, making it easier to get everyone you need on the call.

Is the meeting content secure?

Yes. All video and audio streams in Meet are encrypted. Users can join securely even when they're off site.

Is a third-party service required for dial-in access?

No. With G Suite, you have the ability to include a phone number and PIN on each of your meetings with no other configuration required. Check the [dial-in documentation](#) for further details.

Accessibility Support in G Suite

Change your buttons to text instead of icons

When you select an email, you'll see buttons under the search box that let you take action on your messages. For example, you can use the buttons to delete a message or mark it as spam. You can also see buttons when you right-click or hover over a message.

You can change your buttons so that they show the name of the button instead of an icon.

What the button icons & symbols mean

- | | | | |
|---|-------------------------------|---|----------------------------|
|  | : Archive the message |  | : Add or remove a label |
|  | : Report the message as spam |  | : Reply to the message |
|  | : Delete the message |  | : Reply all to the message |
|  | : Mark the message as unread |  | : Forward the message |
|  | : Mark the message as read |  | : Forward as attachment |
|  | : Snooze the message |  | : Mute the message |
|  | : Move the message to a label | | |

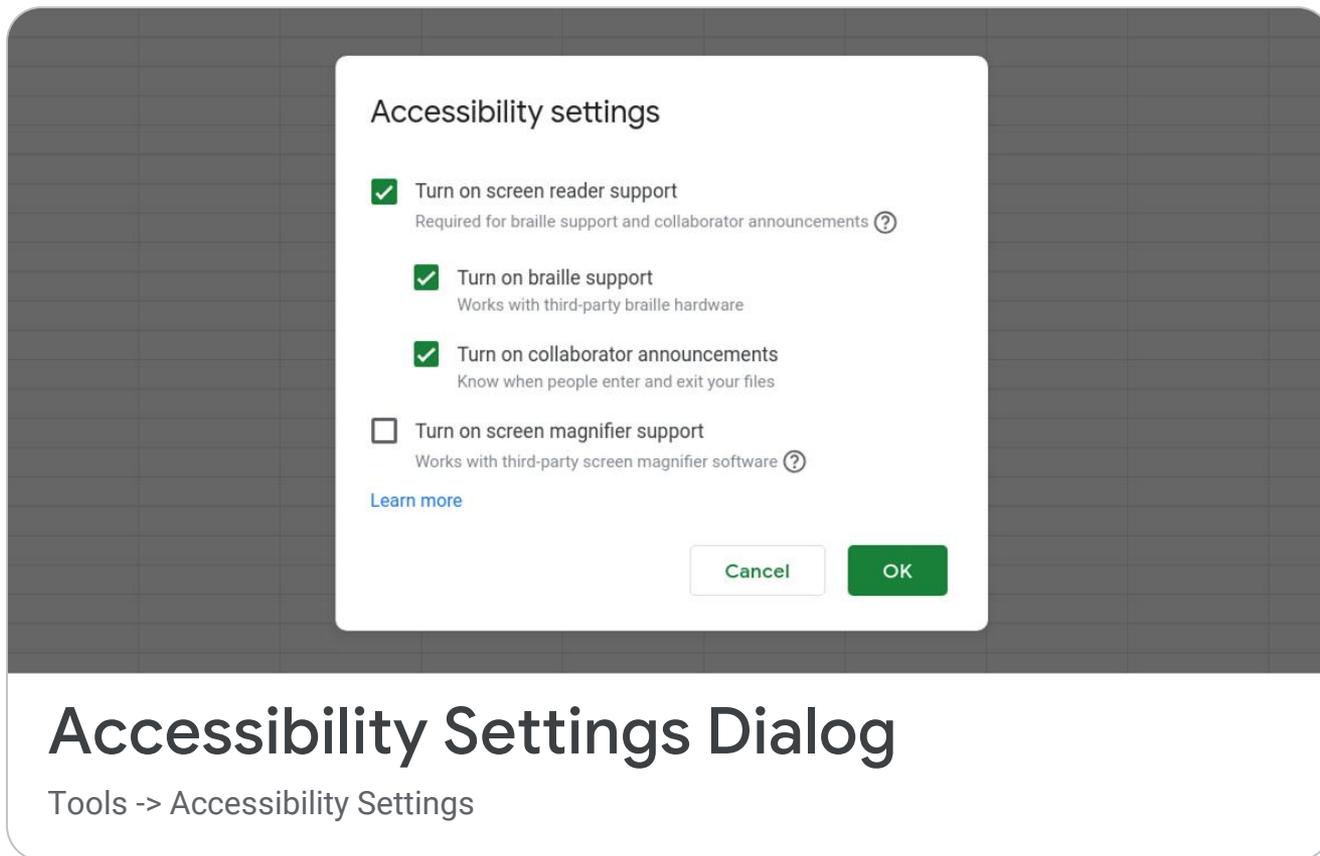
STEP 1: Open [Gmail](#) .

STEP 2: In the top right, click Settings Settings.  > 

STEP 3: Scroll down to the "Button labels" section.

STEP 4: Select Text.

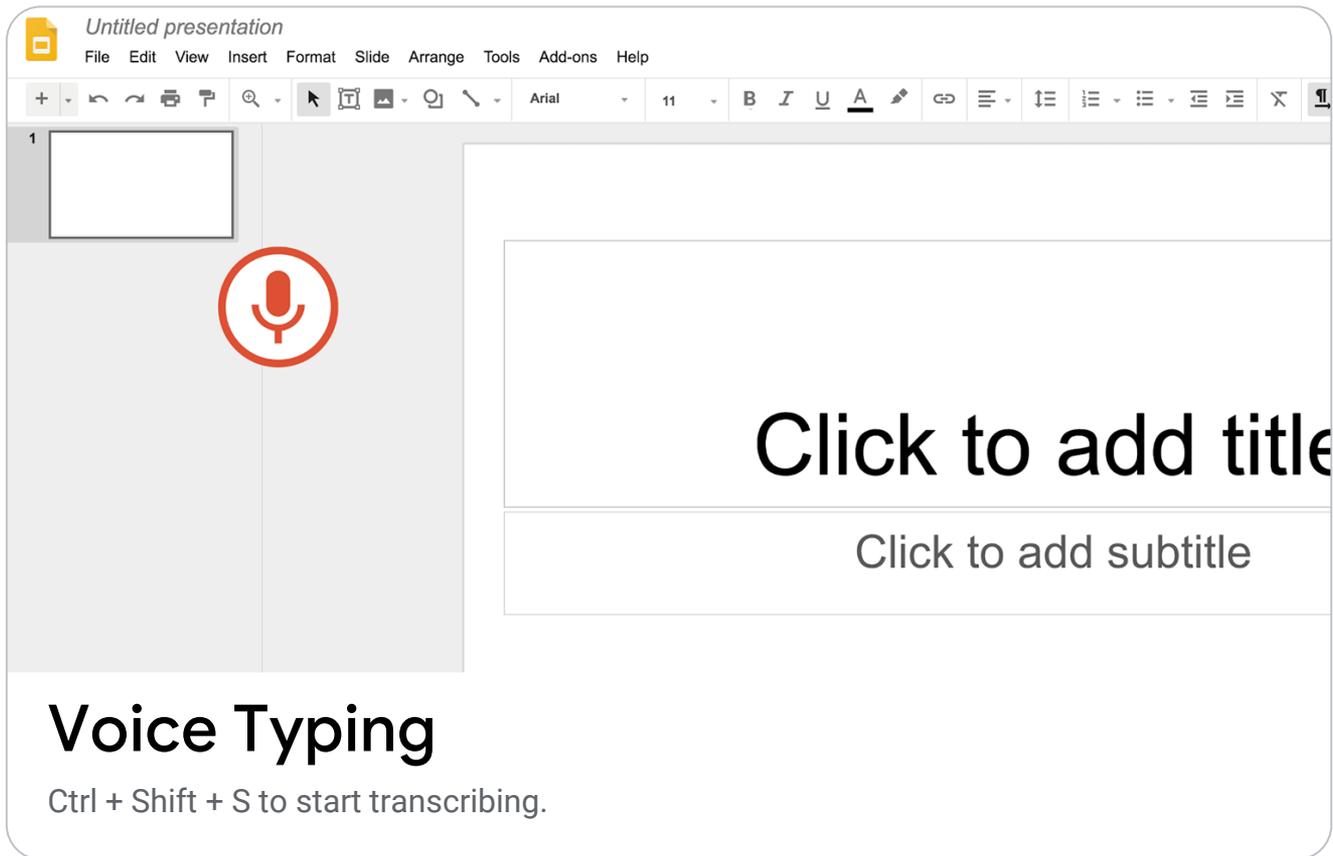
STEP 5: At the bottom of the page, click Save changes.





Slides Captions

Ctrl + Shift + C. Produce English captions in the Chrome browser!



The image shows a screenshot of a presentation software interface. At the top, there is a menu bar with options: File, Edit, View, Insert, Format, Slide, Arrange, Tools, Add-ons, and Help. Below the menu bar is a toolbar with various icons for editing and navigation. The main area displays a slide with a large red microphone icon in the center. To the right of the microphone icon, there are two text boxes: the top one says "Click to add title" and the bottom one says "Click to add subtitle".

1

Voice Typing

Ctrl + Shift + S to start transcribing.

[Screen Reader Integration](#)

[Video: Get started with Google Docs using a screen reader \(19 minutes\)](#)

Screen readers & browsers you can use

Chrome OS

On Chrome OS, you can use ChromeVox with Chrome.

Important: Make sure to use the latest versions of Chrome OS and ChromeVox.

Windows

On Windows, you can use NVDA or JAWS with Chrome, Firefox, or Internet Explorer.

Important: Make sure to use the latest version of JAWS or NVDA. Braille support in Sheets for Windows might cause issues on older versions of JAWS and NVDA. See "Known issues" below for details.

Mac

On Mac, you can use VoiceOver with Safari or Chrome, on the latest version of macOS.

Braille Support in G Suite

Turn on braille support for Docs editors

1. On your computer, open a document, spreadsheet, presentation, or drawing.
2. In the Tools menu, select Accessibility settings.
3. Select Turn on screen reader support.
4. Select Turn on braille support.

After you turn on braille support, the setting applies whenever you go to Docs, Sheets, Slides, or Drawings.

Use Docs editors with braille support

After you turn on braille support in the Docs editors, you'll notice the following improvements:

You can use the cursor routing buttons on your braille display to move the cursor.

You can use many of your usual screen reader shortcuts, in addition to Docs keyboard shortcuts.

Faster screen reader typing echo.

Faster screen reader navigation handling when you navigate by character.

Better screen reader announcements of punctuation and whitespace.

While you type, your screen reader uses its settings for character echo and word echo instead of always echoing characters.